

Sponsor & Vendor Information



Washington State Government
**Lean Transformation
Conference**

Greater Tacoma Convention & Trade Center
October 23-24, 2012

Washington State Office of the Governor, Accountability & Performance, invites your organization to participate in the Washington State Government Lean Transformation Conference. This event, expecting over 700 state government employees and leaders as well as select county and city government leaders and partners from the private sector, is an excellent opportunity to connect key decision makers with the valuable resources your organization provides.

Opportunities to Participate

Support from partners like you is critical to the success of this conference. Participation can occur in several ways. Please consider the following sponsorship and vendor opportunities.

Support Level	Platinum Sponsor	Gold Sponsor	Silver Sponsor	Vendor
Cost	\$5,000	\$4,000	\$3,000	\$500
Number of 8-foot skirted tables	3	2	2	1
Table location	In registration area	Outside main ballroom	Outside main ballroom	Outside breakout rooms
Organization name listed in the program	Yes	Yes	Yes	
Advertising in program	1 page color	2 pages black & white	1 page black & white	
Complimentary parking passes	6	4	2	
Sponsorship recognition slide displayed on screen in the main ballroom	Day 1	Day 2	Day 2	
Organization logo displayed on sponsorship page of program	Yes	Yes	Yes	
Sponsorship recognition and logo with link to your company homepage on event website	Yes	Yes	Yes	
Banner with logo displayed at various high traffic locations	Yes	Yes	Yes	
Sponsorship level recognition certificate for display at your table	Yes	Yes	Yes	
Organization verbally recognized in conference welcome	Yes			

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Additional Tables

Additional tables are available to vendors and sponsors at the reduced rate of \$300 each.

Additional Advertising Opportunities

Advertising space is available in the program at the following rates:

Half page (3.75 x 5)	\$150
Full page (8 x 5)	\$200
Two full pages	\$300

All ads will be printed in black and white with a portrait layout. Ads must be received no later than October 3, 2012, to be included in the program.

Entitlements & Additional Services Available

- Each 8-foot skirted table includes two chairs and a wastebasket.
- Name badges will be provided for up to six employees per organization.
- Free wi-fi is available throughout the facility.

Power is not included but can be made available at an additional cost to you. Please let us know as soon as possible if you require electrical services.

Spaces include tables only. Piped and draped booth walls may be available at an additional cost to you. Please contact us if you are interested in pipe and drape.

Setup & Breakdown Times

Setup time is Monday, October 22, from 1 – 5 pm. Final setup and adjustments may be made between 7 and 8 am on Tuesday, October 23. Registration opens at 8 am.

Breakdown time is Wednesday, October 24, from 1 – 2:30 pm.

Giveaways and Drawings

Please be considerate of the fact that most attendees will be government and other public sector employees. In keeping with ethics guidelines, drawings and door prizes are not permitted at this event. Booth giveaways are permitted, but items must be of nominal value.

Registration

Register online at <https://fortress.wa.gov/ga/apps/events/LeanVendorReg1.aspx>.

Sponsorship registration must be completed by October 2, 2012.
Vendor table registration extends until October 15, 2012.

If you need assistance registering, please call (360) 902-0591.

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Payment

Payment must be received in our office no later than October 19, 2012. Make checks payable to the Office of Financial Management.

Mail payment to:
Office of Financial Management, Attn: Heidi Loveall
P.O. Box 43113
Olympia, WA 98504-3113

Cancellations

Full refunds will be issued for cancellations received by October 9, 2012. Refunds of 50% will be issued for cancellations received between October 10, 2012, and October 15, 2012. Parties cancelling on or after October 16, 2012, will be responsible for the full fee.

Questions

For more information please contact us via email at accountability@gov.wa.gov or by phone at (360) 902-0591.